Louisiana Department of Public Safety
& Governor's Office of Homeland Security

RFP – Information Technology Application Development and Infrastructure Support Retainer

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418121-001 RFP Addendum 1

December 19, 2013

DOCUMENT PURPOSE

Provides amended items as Addendum 1 to the 418121-001 RFP:

Version	Date	Description/Changes
1.0	12/19/13	Addendum 1 to 418121-001 RFP Vendor Questions and State Answers due 12/20/2013

Your reference is invited to File No 418121-001 which is scheduled to open January 14th 2014 at 04:00pm CST for the **I.T Application Development and Infrastructure Support Retainer** at the Louisiana Department of Public Safety.

THE FOLLOWING QUESTIONS AND ANSWERS ARE TO BE MADE TO THE REFERENCED SOLUTION

This Addendum is Hereby Officially Made a Part of the Referenced Solicitation.

LA – 418121_001 DPS-GOHSEP RFP Questions/Answers

VENDOR A

- Is there a pre-bid meeting / conference on this RFP, so that the bidding vendor community can better understand the RFP requirements and allow interactive resolution of vendor questions?

  LADPS Response – No

- What is the Functional Scope of services to be provided by the vendor through this RFP?

  LADPS Response – - Attachment I Section 1.1 the IT Section of DPS is seeking services to provide supplemental application development and support, as well as infrastructure support on an as needed, task order basis. This is retainer type contract(s) which will allow for the individual definition of projects, estimation by the contractor(s) of what will be required, and an approval by DPS to initiate the work (task order).

  Individual Functional Scope of Services will be determined based on individual task orders that are requested by the State to the Vendor.

- Will the projects be managed by the State or by the vendor?

  LADPS Response – Vendor with State oversight and approvals

- Please specify the Work location of the resources that will be assigned to the project?

  LADPS Response – Baton Rouge, Louisiana

- How many resources are required to be assigned to each of the locations?

  LADPS Response – Will vary depending on the task orders

- Follow up to the above question, once a resource is assigned to a particular location, would there be a need to move that resource to another location?

  LADPS Response – Will vary depending on the task orders

- Please confirm whether this is a fixed price deliverable based contract or a time & material contract based on approved hourly billing rates.

  LADPS Response – This is a task order based contract based on approved hourly billing rates.

- Please confirm whether the RFP requires only hourly billing rates of the team members assigned to the project.

  LADPS Response – See the Cost sheet for needed hourly billing rates.

- What is State's budget for this project?

> LADPS Response – The total amount that was budgeted over 3 fiscal years is $1,500,000, but the actual expenditure will be determined as the tasks are identified.

- What is the duration for which resources will be assigned?

   > LADPS Response – Individual task orders and time to complete will determine the duration

- Once assigned, will there be any gaps in utilization of resources or will it for a continuous period of time?

   > LADPS Response – Yes it is possible to have gaps, but every effort will be made by the State for continuous resource usage.

- Will the State provide normal office space, desktops, software, and hardware to the vendor resources performing services under this contract award?

   > LADPS Response – The state will provide normal office space, internet access and access to the States development servers.

- Will State provide the vendor resources VPN access to its systems for the purpose of remotely accessing State network for project purposes?

   > LADPS Response – Yes – If VPN access is needed, the State will make the needed accommodations. The vendor resources must complete a Network Access form prior to being provided VPN access.

- Will State provide onsite parking for the vendor team members?

   > LADPS Response – Yes

- Will a given project/sub-project be solely offered to a particular vendor where vendor assigns all the needed resource for that project or will the State choose resources from multiple vendors for a given project?

   > LADPS Response – This will depend on scope and size of the Task and will be closely coordinated with the vendor. .

- Once resources are assigned to given project, will the vendor be paid based on a time & expenses basis or will the vendor be paid based on fixed –price by deliverables basis? This aspect is not clear in the RFP. Please clarify

   > LADPS Response – A fixed price by deliverable basis based on the approved hourly rates.

- If vendors are to be paid on a fixed-price basis, it would be necessary for us assign our own analysts and technical lead/project leads to manage their scope of responsibility. Will the State allow us to assign analysts and leads in that case?

LADPS Response –The State will submit a request/task order to the vendor, the vendor will determine the needs and timeframe and submit a cost/time estimate to the State. Once approved by the State, work can be done on that task order until completion.

- Is the State open to the following Offsite based delivery model?

Onsite: Requirements Gathering, User Testing, Performance Testing & Production Deployment

Offsite: Design, Development and Vendor Testing.

Please clarify.

LADPS Response – This will depend on the scope and size of the project. The State reserves the right to require the vendor to be onsite. .

- Can we propose an offshore based delivery model for design, development and vendor testing activities in the model above?

LADPS Response – No

- How many onsite vendor resources does State estimate for this project in each category viz Project Manager, DBA, SSRS Administrator, Senior .NET Developer, Senior SharePoint Consultant, Dashboard Designer, Web Content Administrator, ?

LADPS Response – To be determined for each individual Task order

- Will the requirements for the new system be gathered from one single location or from multiple locations?

LADPS Response – Each Task will provide requirements. The locations are here in Baton Rouge.

- Will State provide travel expenses (if any) according to the State travel policies?

LADPS Response – No

- For each sub-project, will the State issue a supplemental RFP/bid to receive price quotations from the vendors selected under this RFP or will the State merely ask vendors to assign the resources based on already approved billing rates?

LADPS Response – Resources will be assigned based upon approved hourly rates.

- How many resources do you expect to be part of this engagement? Do you have an anticipated "breakdown" of the types of resources? For example, role, years of experience, etc.

LADPS Response – No. this information will be determined once task orders are requested by the State.

- What is the tentative ramp up plan for the required resources?

  LADPS Response – Task orders will be initiated as required by the State, starting after the Contract is approved.

- What is the present stage of requirements definition? (1) Product Vision listed (2) All user stories identified, or use-cases developed (3) Detailed business/functional specifications documented

  LADPS Response – Specific task orders will be identified by the State and this information will be determined after that.

VENDOR B

- **Section 5.3 Proposed Staff** asks for the roles and responsibilities of each person in this project, their planned level of effort, anticipated duration of involvement and their onsite availability. As there is no sample task order provided, we assume that the efforts for end of task order is 9000 hours, as mentioned in Attachment 1 "Section 1 Overview". Please verify our understanding.

  LADPS Response – This contract will be based on an as needed basis, specific task orders will be identified, and timeline/cost will be provided based on that task order. The 9000 hours is an estimate of the total possible hours that are budgeted, but this is no indication of what will be used during the life of the contract.

- **Attachment 1 - Section 3 Deliverables** mentions that "The primary contractor will be first to be assigned the specific task orders". Please describe how the contractor will be classified as primary or secondary.

  LADPS Response – Primary will be the vendor that's proposal is scored highest. The secondary will be the vendor that's proposal is scored second highest.

- **3.1 Minimum Qualifications of Proposer**
  Please specify the number of resumes required for each profile.

  LADPS Response – A minimum of one

- Please provide the number of contractor companies, providing services to the State currently.

  LADPS Response – N/A

- **Attachment 1 -2 Tasks and Services**
  Please specify the typical duration of an assignment / Task Order

  LADPS Response – Will vary depending on complexity and timeline for each task order.

- Please clarify if the same customer reference can be used for multiple roles.

    LADPS Response – Yes, but additional customer references are not discouraged.

- Please confirm all infrastructure facilities/working environment will be provided by State including S/W, H/W, landline phones, internet facility and stationary.

    LADPS Response – Normal office space, internet access and access to the States development servers will be provided.

VENDOR C

- On page 18 of the RFP, within Section 6, the list of preferred certifications lists ""Microsoft Certified Database Administrator (MCDBA) SQL Server 2008". This certification does not exist for the year specified, and has been replaced by the MCITP Database Administrator 2008 certification.
  Does the State prefer the last valid MCDBA Microsoft Certified Database Administrator (MCDBA) SQL Server 2000, or the MCITP Database Administrator 2008 certification?

    LADPS Response – The list of certifications are preferred. The vendor should list all current certifications.

- On page 18 of the RFP, within Section 6, the list of preferred certifications lists a Microsoft Certified Application Developer (MCAD) and Microsoft Certified Professional Developer (MCPD). Can/should either of these be substituted by the more recent Microsoft Certified Solutions Developer (MCSD)?

    LADPS Response – The list of certifications are preferred. The vendor should list all current certifications.

VENDOR D

- How many vendors will be selected for this RFP?

    LADPS Response – See section 1.1 Purpose - of the RFP Pg1 – (1 or 2 vendors).

VENDOR E

- We would like to respond to your RFP, although, we do not currently have on our staff the required personnel as listed in Attachment 1, section 6. However, we could find and recruit the personnel with the required certifications and skills (resumes will be provided in the proposal for each candidate) with the intention of offering them positions should we be awarded a contract. Our questions is this – are you strictly looking for companies with required project personnel already on our staff or would our approach above be acceptable?

    LADPS Response – Vendors proposed staffing and experience will be evaluated through the current RFP process. DPS will allow the vendor to bring in new recruits if needed, but these new recruits must meet the minimum qualifications required by the State in the RFP.

VENDOR F

- The proposal content requirements specifically asks for a project work plan of tasks and services to be performed, deliverables, timetables, and staffing. Since the RFP does not mention a specific task order, is a project work plan required?

    LADPS Response – Project work plan of tasks and services to be performed, deliverables, timetables, and staffing will be requested as task orders are requested.

- Insurance requirements specify needing insurance covering special hazards. Could you please elaborate on what special hazards this contract may include?

    LADPS Response – Special Hazard Insurance is not required for this project.

VENDOR G

- Resumes to be included in the Response. Should the Resumes be of the candidates who are actually put on work OR can be sample resumes from our pool?

    LADPS Response – Resumes need to be specific to whoever will be performing work. DPS will allow the vendor to bring in new recruits if needed, but these new recruits must meet the minimum qualifications required by the State in the RFP.

- Do you conduct candidates' interviews? If yes, mode of interviews – In-person? Telephonic?

    LADPS Response – No

VENDOR H

- Will personnel have the opportunity to perform tasks remotely via VPN, etc. or will they be required to be physically onsite 100% of their time?

    LADPS Response – Some tasks may be performed remotely. The state will coordinate with the vendor as to when remote work is appropriate. All VPN access will require a Network Access Policy form to be completed and signed by each resource.

- Will personnel be provided all the necessary hardware and software needed to perform their assigned tasks? Will there be a dedicated office/cubicle space for each person?

    LADPS Response – The state will provide normal office space, internet access and access to the States development servers.

Of the 9,000 estimated man hours, what percentage of the work will be Sharepoint customization vs. general ASP.Net development?

LADPS Response – This will be determined as the needs of the separate task orders are determined.

- Of the 9,000 estimated man hours, what percentage of the work will be GIS related?

    LADPS Response – This will be determined as the needs of the separate task orders are determined.

- In regards to Internet mapping and GIS dashboard development, what GIS platform will be used for the long term development? Is DPS/GOHSEP migrating from the Google mapping platform to an ESRI enterprise architecture?

    LADPS Response – ESRI is the current platform, but we also have a presence in Google Maps as well.

- Does DPS/GOHSEP plan on developing GIS Mobile applications for collecting data from the field?

    LADPS Response – Yes